

# Using ClassFlow Copy 1

Teacher Track

Card 1 of 26

# Intro to CLASSFLOW™

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**ATS**

*Applied Technology Services*



CLASSFLOW™

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ATS is the *only*  
**Promethean Vendor**  
on the MEEC Contract

We have  
**Certified Promethean Installers**  
on staff

Certified MDOT MBE, Federal EDWOSB Maryland  
SBR

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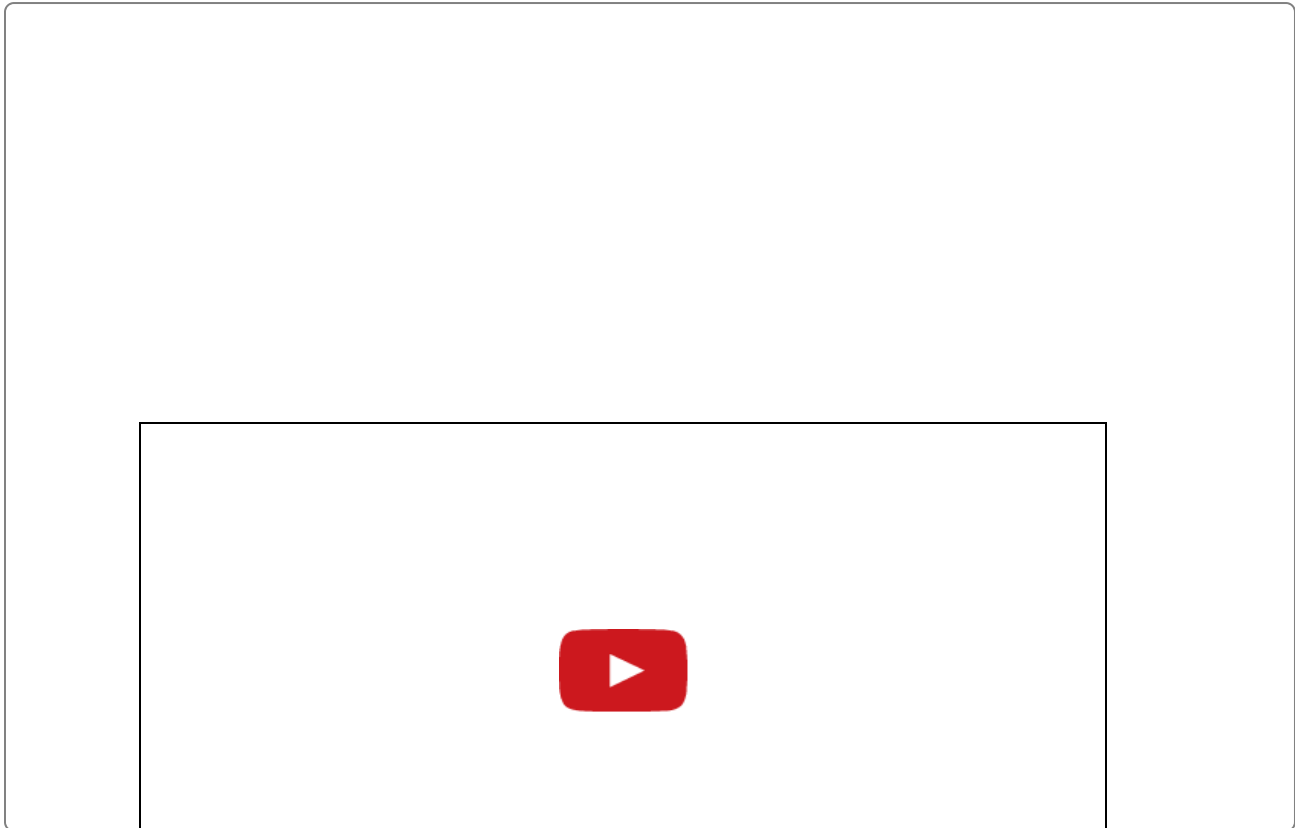


ATS is a certified  
**Small Business Reserve**  
and  
**Minority Business Enterprise**  
business.

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# Using ClassFlow Copy 1

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**Please connect your device to this lesson now.**

## Option 1:

1. Use your web browser to go to [www.classflow.com/student](http://www.classflow.com/student)
2. Follow the prompts to sign in.

Note: You will need to do this in a separate browser window from the webex. I will let you know when you need to move over to that window to participate in an assessment or poll.

## Option 2:

1. From your Apple or Android device, go to your app store and find the free ClassFlow Student app.
2. Download the app.
3. Launch the app and follow the prompts to sign in.

The Class Code is:

**Q67R4**

**Once you are in the class, you should see the roster. If not, select Show All Names on the right. On the webex chat menu, let the Host know you are ready and we will provide an open Student login. This will allow you to participate in assessments. If you select Join Anyway, you will only be able to participate in polls.**

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Write One Thing you  
already know about  
ClassFlow?

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**CLASSFLOW™** Lessons Classes Assessments Resources

**Lessons:** Access your lessons, search shared lessons or build a new one. Used to create individual lessons for a class or group of classes.

**Classes:** Streamlines student sign-in and allows you to review delivered lessons, including annotations and student responses. Recommend separate classes for each section of a class you teach. Classes will have a static access code.

**Assessments:** Allows you to include self-paced quizzes and assessments for your students. Results are recorded and saved.

**Resources:** Add your own resources or browse for web-based content to include in your lessons.

Name of Lesson	Access Code for Lesson
----------------	------------------------

**PRESENTER** < Back To Lessons Using ClassFlow Copy 1 Saved 1

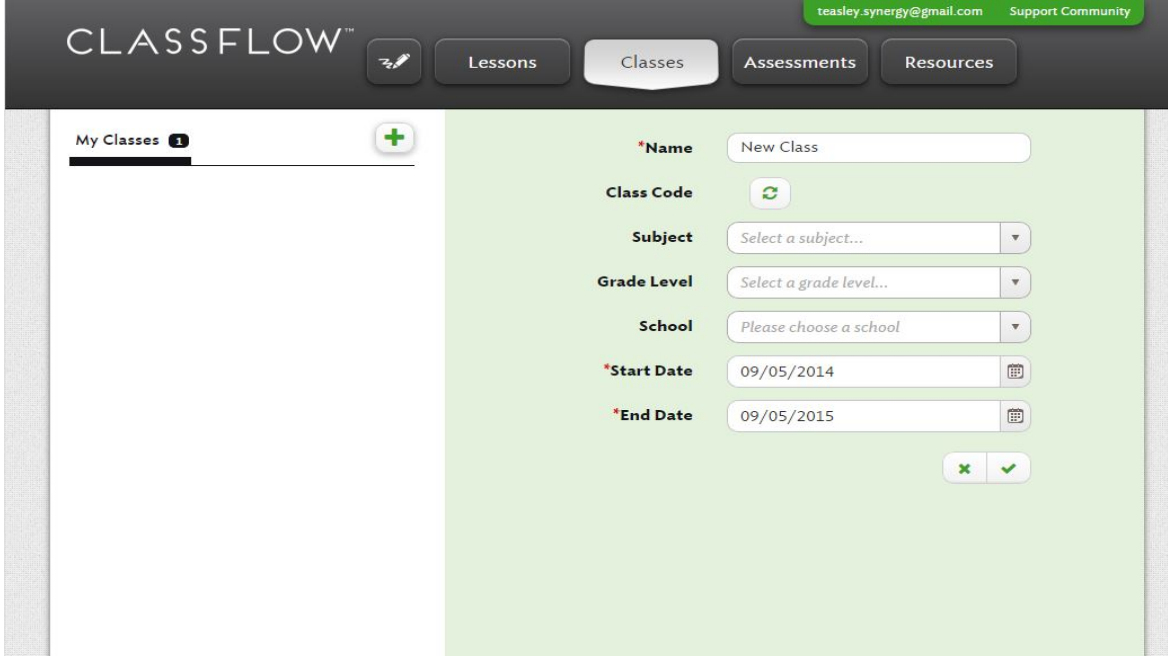
Modes: Builder, Assessment Builder, Presenter

# of Students Signed in to Lesson

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The screenshot shows the ClassFlow web interface for creating a new class. At the top, the 'CLASSFLOW' logo is on the left, and the user's email 'teasley\_synergy@gmail.com' and a 'Support Community' link are on the right. Below the logo is a navigation bar with buttons for 'Lessons', 'Classes' (which is highlighted), 'Assessments', and 'Resources'. On the left side, there is a 'My Classes' section with a '+ ' icon and a notification badge showing '1'. The main area is a form for creating a new class with the following fields: '\*Name' (text input with 'New Class'), 'Class Code' (refresh icon), 'Subject' (dropdown menu with 'Select a subject...'), 'Grade Level' (dropdown menu with 'Select a grade level...'), 'School' (dropdown menu with 'Please choose a school'), '\*Start Date' (calendar icon with '09/05/2014'), and '\*End Date' (calendar icon with '09/05/2015'). At the bottom right of the form are two buttons: a red 'X' and a green checkmark.

Your Class Code is created when a Class is created. This code will remain active until the End Date. This is the code that will be used by your students to connect to sessions.



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## **Benefits of setting up Classes**

It's easier for students to join your lesson.

- The unique Class Code does not change.
- Students can click on their names from the roster.

Assessment data is stored.

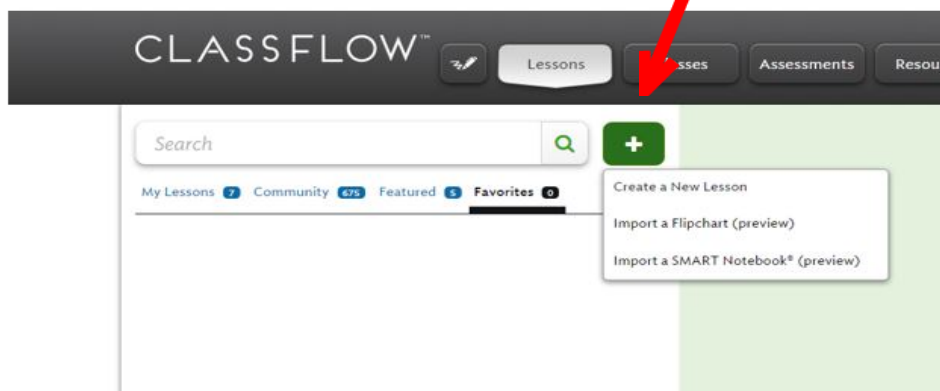
- You can go back and review the assessment data any time you want.
- You can export assessment data.

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To create a new lesson, click on the Green "+" button.



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The screenshot shows the ClassFlow Builder interface. At the top, there is a dark header bar with the following elements from left to right: a red 'Builder' tab, a '< Back To Lessons' button, the text 'New Lesson', a 'Saved' indicator, an 'Edit Assessment' button, a refresh icon, and a 'Play' button with a dropdown arrow. Below the header is a toolbar with icons for undo, redo, copy, paste, text, code, eraser, pencil, and a mobile device icon. The main workspace is divided into three sections: a left sidebar, a central canvas, and a right sidebar. The left sidebar is dark and contains a 'Section 1' header, a placeholder box, and the word 'Carousel'. The right sidebar is light gray and contains a document icon. At the bottom, there is a footer bar with a plus icon, a grid icon, a 'Web Resources' section with a search box labeled 'Search the web', an 'Add Resources' button, and an 'Add Files' button. Red arrows point to the '< Back To Lessons' button, the 'New Lesson' text, the document icon in the right sidebar, and the plus icon in the bottom left. Text labels with arrows point to these elements: 'Tools' points to the toolbar, 'Lesson Name' points to 'New Lesson', 'Show/hide Card Notes' points to the document icon, and 'Show/hide Student Cards' points to the plus icon. The text ''Add Resources' Area' is centered below the search box.

**Tools**

**Lesson Name**

**Show/hide Card Notes**

**Show/hide Student Cards**

**'Add Resources' Area**

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## Teacher Cards and Student Cards

This is what shows  
on the teacher's  
presentation screen

This is what shows  
on the students'  
devices



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Student Track

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CLASSFLOW™

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Search for resources on the web

Resources you have uploaded

Resources from ClassFlow

Connect to your Dropbox, Google Drive, or OneDrive

Upload files to 'My Resources'

The screenshot shows a user interface for uploading files. On the left, there are four text labels with red arrows pointing to specific elements: 'Search for resources on the web' points to a search bar; 'Resources you have uploaded' points to the 'Web Resources' option in a dropdown menu; 'Resources from ClassFlow' points to the 'ClassFlow Res...' option; and 'Connect to your Dropbox, Google Drive, or OneDrive' points to the 'Dropbox', 'Google Drive', and 'OneDrive (Sky...)' options. On the right, the text 'Upload files to 'My Resources'' has a red arrow pointing to a green 'Add Files' button. The search bar contains the text 'Search the web' and has a magnifying glass icon. The dropdown menu is open, showing several options with expandable arrows.

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### **To add an assessment to a lesson:**

- Right-click on the Teacher Card where you want to add the question(s)
- Choose 'Edit Questions'

OR

- Click on the 'Edit Assessment' button in the upper right-corner of the screen

You will then enter the **Assessment Builder**.

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The screenshot displays the ClassFlow Assessment Builder interface. At the top left, it says "ASSESSMENT BUILDER" with a "Back To Builder" button. At the top right, there is a "Saved" button. Below the header, there are navigation arrows and buttons for "+ Question" and "+ Quick Add".

The main area is divided into two columns. The left column shows a list of cards from Card 1 to Card 9. Card 7 is currently selected and highlighted in green. Below Card 7, there are three numbered questions:

1. Which type of card shows on the students' individual devic...
2. You can access and manage your lesson from any device th...
3. Circle the button you would press to Show/Hide Student C...

The right column is titled "Section Properties" and contains several sections:

- Description:** A text area with a rich text editor toolbar (B, I, U, bulleted list, numbered list, indent, outdent, link, unlink, table, link, unlink, Ω, Σ).
- Scored:**
- Randomize Questions:**
- Pacing and Progress:**
  - Control student progress through questions using levels
  - Timed  (minutes)
  - Allow students to navigate the question set
  - Allow students to skip questions
  - Allow students to re-submit responses
- Feedback:**
  - Show feedback on response
  - Show answer on incorrect response
  - Provide summary upon completion of assessment

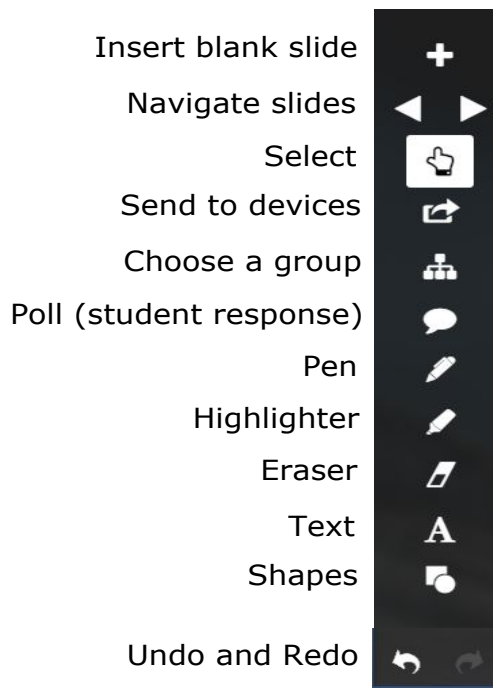


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When you "Play" (or present) a lesson, you will see this toolbar.



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When you press the **Poll** button, you get the following choices:



**Be aware:**

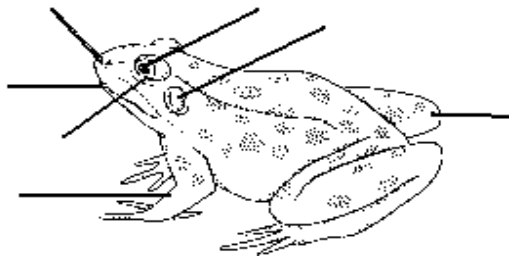
The students will receive the **Teacher Card** as the background.

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Fill in the anatomy of the frog based on what we've learned today.



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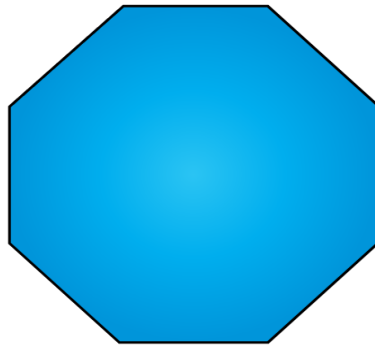
Describe what you see in this picture.



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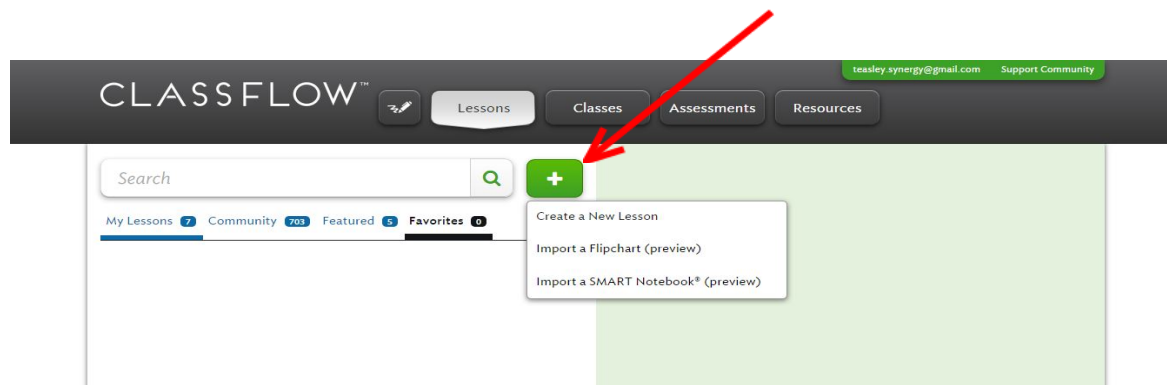


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Convert **.flipchart** (Promethean) files and **.notebook** (SMART) files into ClassFlow lessons:



In the Lessons tab, press the green "+" button and choose "Import a Flipchart" or "Import a SMART Notebook."

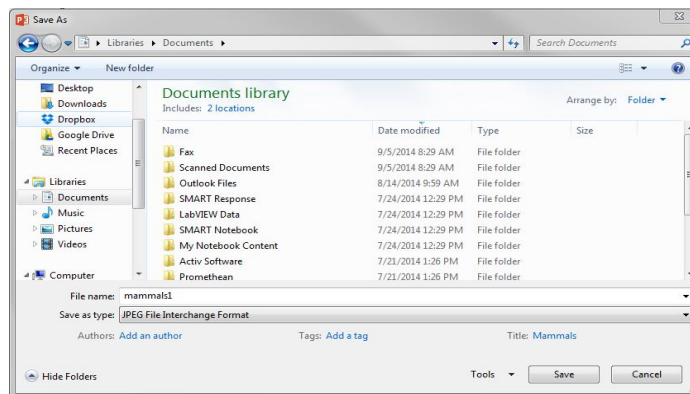
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## Convert **PowerPoint** files into ClassFlow lessons:

- Open the PowerPoint file.
- Go to the File tab and choose "Save As."
- Change the file type to JPEG File Interchange Format.



file type

- Be sure to take note of the location of your files. Then press Save.
- A new folder will be created that contains one picture per PowerPoint slide.

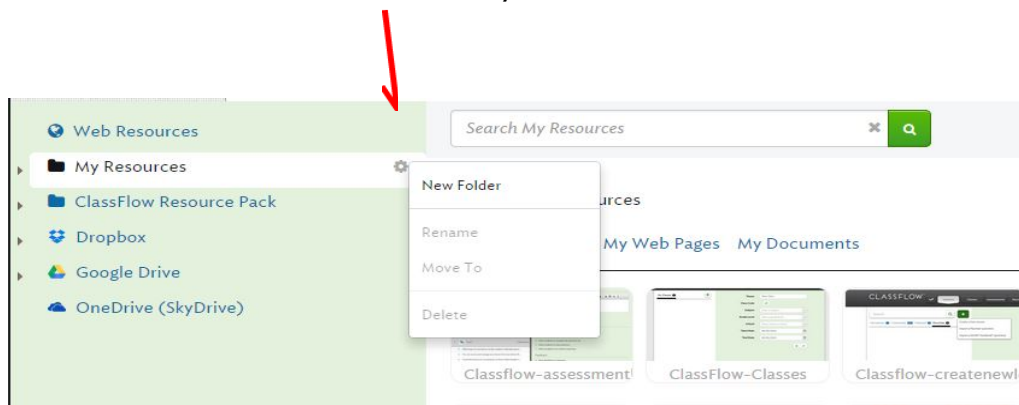
*Continued*

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- In ClassFlow, go to your Resources area.
- Click on the small wheel beside "My Resources" and create a New Folder.



- Name the folder.
- Click on the green "Add Files" button.
- Find the folder that contains the picture files you created from your PowerPoint.
- Add these files to your Resources folder.
- Now you are free to add each picture to a new card in ClassFlow to build your lesson.



# **ClassFlow Community**

- Search for lessons from other teachers and either "Favorite" them or copy them to edit for yourself
- Share your own lessons
- Ask questions and learn from teachers and ClassFlow team members using the ClassFlow Support Community

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## **Benefits to Classflow**

- Online - work on your lessons from anywhere
- Creative response
- Self-paced response
- Easy, on the fly engagement
- Interactive without requiring that students come up to the board
- Feedback captured
- Assessment/quiz scoring
- It's FREE!

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## **On-site Classflow Training starts \$195**

For groups of 10+ there is flex per person pricing available.

Ask us about our 1-hour, 2-hour, and 4-hour sessions

[prom@appliedtechnologyservices.com](mailto:prom@appliedtechnologyservices.com)

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**Thank you for participating today!**



Samantha Waters, Technical Administrator

For any Promethean or Classflow questions:  
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